



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: **Juvenile**

| Position: **Probation Officer**

Who May Apply: All Qualified Applicants

Employment Status: Regular Full-Time (Grant-funded)

Salary Range: Grade 22: \$4,036-\$4,241(DOQ) -\$5,428/mo.

Posting Opens: 8/31/15

Posting Closes: 9/21/15 at 5:00 p.m.

DEPARTMENT / OFFICE

This is a represented position by the Teamsters Union in the Juvenile Department. Funding for this position is contingent upon continued grant funding.

POSITION SUMMARY

Professional position, appointed and characterized by the performance of duties pursuant to RCW 13.40.040 that, under limited supervision, coordinates and performs a variety of probation functions on behalf of the Lewis County Juvenile Court; attends court proceedings and provides juvenile sentencing recommendations; enforces criminal and civil court orders; interviews and assesses juveniles; provides family and crisis intervention services; prepares and maintains case file information; and performs other related duties as assigned.

HOW TO APPLY

Application materials and job are available at www.lewiscountywa.gov/jobs. You may turn in a completed application to:

Lewis County Juvenile Court
1255 SW Pacific Ave.
Chehalis, WA 98532

Application packets may be requested by calling (360) 740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by 5:00 p.m. on the closing date of the posting.

WHO MAY APPLY

This recruitment is open to any qualified applicant who can perform the essential functions and possess knowledge, skills and abilities as identified in the job description.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

All application materials must be received by the Juvenile Court by 5:00 p.m. on the closing date of this posting. Late applications will not be accepted. Applications may be emailed to holli.spanski@lewiscountywa.gov providing a signed hard copy follows within 5 business days. Faxed copies will not be accepted.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Criminal Justice, Behavioral Science, or a closely related field as required by State statute
- Two (2) years working with juveniles and/or social service, and/or court experience
- At least one (1) year must be working with juveniles in an organized setting
- Must successfully complete a criminal history investigation and polygraph examination

Within one year of hire:

- Must obtain Case Management Certification, Risk Assessment Certification
- Aggression Replacement Training Certification, First Aid/CPR Certification
- Must have a working telephone at residence or personal mobile phone
- A valid Driver's License is required
- Proof of eligibility to work in the United States
- Ability to speak, read, and write the English language effectively

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.